

**JAI HIND COLLEGE, BASANTSING INSTITUTE OF SCIENCE & J. T. LALVANI COLLEGE  
OF COMMERCE**

**CHURCHGATE, MUMBAI 400 020**

**(EMPOWERED) AUTONOMOUS**

**UNFAIR MEANS POLICY**

U.1.1 In order to curb the incidence of use of any kind of unfair means by students during exams the institution will get an undertaking signed by each and every student before each examination so as to make the student aware of the consequences of being caught copying.

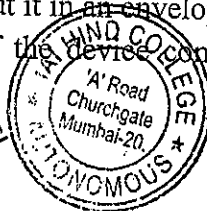
The institution will also ensure the Unfair Means Policy is available under exam ordinances in the exam unit. All faculty members should also be fully aware about the policy so that they can counsel the students regarding the same.

The Principal of the Institution in his capacity of the Chief Controller of Examination will appoint a 4-member Vigilance Squad to ensure the smooth conduct of examinations and to curb 'Unfair Means'/ malpractices during the examination.

U.1.2 In case during the course of an examination the Junior/ Senior Supervisor or the Vigilance Squad member suspect the use of any form of unfair means being used by a student, the process mentioned below must be strictly followed:

1. The Junior Supervisor should immediately call the Senior Supervisor stating the reason.
2. The Senior Supervisor should go to the class with a 'Reliever'
3. The Senior Supervisor should tell the Junior Supervisor (Reliever) to invigilate the class while he/she takes the Junior Supervisor to the Staff Room.
4. The student shall be called upon to surrender to the Senior Supervisor the 'Unfair Means' material found in his or her possession if any and his/her answer book.
5. If the student is found with any paper/ chits/ book etc. signature of the student should be taken on the material found (if possible) and the evidence should be put in an envelope and sealed. The names and signatures of the student, Junior and Senior Supervisors should be taken on the envelope. A photocopy of the student's Identity Card is to be kept with the material.
6. If the student has written on the body or clothes or bench, a photograph of the same should be taken and the photograph with the student's signature as evidence of 'unfair means' material should be put into an envelope and sealed. The names and signatures of the student, Junior and Senior Supervisors should be taken on the envelope. A photocopy of the student's Identity Card is to be kept with the material.
7. If a student is found using or possessing a mobile phone or smart watch during the examination, the junior supervisor should confiscate the mobile phone (after returning the sim if possible)/ smart watch and put it in an envelope and seal it. Precaution must be taken to mention all the details of the device confiscated. In case of a mobile

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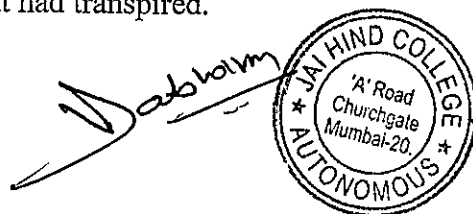


phone, the mobile number, the service provider, model number etc should be noted carefully.

8. Statement of the student and his/her undertaking in the prescribed format should be taken in writing. The statement of the concerned Junior Supervisor and Senior Supervisor should be recorded in writing as well.
9. Senior supervisor should ensure that the student writes his/her name and full address including pin code. The UID/ Roll no/ Class/ Division/ Title of the course/ Day / Date/Time of the examination/ Mobile phone number/ Landline phone number and Email address. If the student refuses to make a statement or to give an undertaking the concerned SeniorSupervisor's and Junior Supervisor's shall record accordingly under their signatures.
10. Senior Supervisor should make sure there is no discrepancy between the student's and Junior Supervisor's report.
11. The Junior and Senior Supervisors should write their names along with their contact numbers in case they have to be consulted during the meeting.
12. The Supervisor should mark the answer book as 'Suspected unfair means case'. The student should then be allowed to continue writing on a fresh page in the same answerbook.
13. The unfair means material, the statement of the student and that of the Junior and SeniorSupervisors and the Answer book of the student should be put in a separate envelope and marked 'Suspected Unfair Means'. This has then to be submitted to the Chief Controller of Examination. Details such as date, course, students name, UID no/ Roll no division and Jr. and Sr. Supervisor's name should be entered on the sealed envelope.

U.1.3 The students who have been found using unfair means should be called for Unfair Means Enquiry Committee meeting. The committee should follow the steps mentioned below:

- The committee should meet every week during the course of the examination to review unfair means cases of the week. The unfair means cases should be completed before the end of the semester.
- The student should be asked to come for an 'Unfair means Inquiry Committee meeting' and should be served a show cause notice based on the report given by the Junior and Senior Supervisors.
- The student should give a written explanation to the show cause notice.
- Feedback should be taken from the Junior and Senior supervisors who had reported the unfair means case.
- The committee should interact with the student and ask the student to explain what exactly transpired during the course of the examination.
- An undertaking should be signed by the student acknowledging that a fair and objective enquiry was conducted and that the student was given a fair chance to explain what had transpired.



- Based on the interaction and the evidence available, the committee should decide the penal action to be taken, if any
- After the report of each case is ready, the committee should apprise the Principal & Controller of Examination about such cases. Joint decision will be taken by them and communicated to the students.
- The degree of punishment meted to the student should be based on the rules put down by the unfair means committee.
- If not found guilty the paper should be assessed and the student should be awarded the marks
- Mobile phones confiscated from the students should be returned back to them once the enquiry has been conducted and an acknowledgement regarding the same should be returned to the student.
- Unfair Means Committee should maintain record of students who have indulged in malpractices during examinations

**U.1.4** The principal of the institution shall be the Competent Authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.

The Competent Authority concerned after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

- Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- Debarring the student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- In addition to the above-mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty as it may deem fit.
- As far as possible the quantum of punishment should be as prescribed(category wise) in Appendix-A
  - <https://www.bcp.edu.in/Ordinance/O.5050.pdf>
- The student concerned will be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it in this behalf, under intimation to the College/Institution he/she belongs to.



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**PRINCIPAL**  
**JAI HIND COLLEGE**